



2014-2015 Social Justice Research Fellowship Budget & Payment Information

Stipend

Each fellow will be awarded a \$1,000 stipend paid in 3 installments throughout the year, the last of which will be distributed after the spring 2015 Undergraduate Research Symposium.

Installment Amount	Fellowship Session	Issue Date
\$250	Summer	July 2014
\$500	Summer	August 2014, following receipt of progress/completion report
\$250	Academic Year	September 2014
\$500	Academic Year	January 2015, after receipt of progress report
\$250	Summer and Academic Year	After the fellow has presented at the Undergraduate Research Symposium in the spring semester of 2015

Research Budget

Fellows were also awarded a research budget of up to \$1,000; students should refer to their award notifications for their exact research budget. The research budget will be available after July 1 for summer fellows and the start of the academic year for academic year fellows. The last day of class in spring semester is the last day to submit receipts or requests through the budget.

To access the research budget, fellows and mentors should submit a budget request form to lurop@luc.edu along with the appropriate documents as described below.

- 1. Reimbursement:** If fellows or mentors made a purchase using personal funds, submit receipts or invoices. Allow at least 10-15 business days for the Accounts Payable office to process the reimbursement.
- 2. Purchase Requisition:** To purchase items from a university-approved vendor, the mentor may fill out a [Purchase Requisition Form](#) and send it to lurop@luc.edu for the account information and approval and routing.
- 3. ProCard/Expense Transfer:** If the faculty member has access to a lab or department account with a ProCard and uses it to make a purchase, send receipts to lurop@luc.edu, and if approved, we will process an expense transfer form to reimburse the account. In rare occasions, if a lab or department ProCard is not available, it may be possible to use a LUROP ProCard.